

REQUIREMENTS FOR  
**RECIPROCAL PROVISIONAL TEACHING CERTIFICATES**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE MAY BE ISSUED FOR INDIVIDUALS WHO HOLD A VALID, COMPARABLE ELEMENTARY EDUCATION, SECONDARY EDUCATION, EARLY CHILDHOOD EDUCATION, ARTS EDUCATION PREK-12 OR SPECIAL EDUCATION CERTIFICATE FROM ANOTHER STATE. THE DEFICIENCIES OF STRUCTURED ENGLISH IMMERSION ENDORSEMENT AND A PASSING SCORE ON ALL REQUIRED PORTIONS OF THE ARIZONA EDUCATOR EXAMS MUST BE SATISFIED PRIOR TO THE ISSUANCE OF THE SAME TYPE CERTIFICATE.

➤ **RECIPROCAL PROVISIONAL TEACHING CERTIFICATE**

*The certificate is valid for 3 years and may not be renewed.*

**Requirements for a Reciprocal Provisional certificate are:**

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) required.
5. A valid comparable out-of-state teaching certificate from any other state in the United States. Submit a notarized photocopy of the certificate.  
*Note: Secondary certificates with only Social Studies as an approved area are NOT comparable.*

❖ **Requirements #6, #7 and #8 are required within three years of the date of issuance of this certificate.**

6. Professional Knowledge Exam.  
**One** of the following (Option A, B, C, or D):
  - A. A passing score on the appropriate NES Assessment of Professional Knowledge **or** A passing score on the appropriate AEPA Professional Knowledge exam (replaced by the NES assessment).
  - B. A passing score on a [comparable out-of-state](#) Professional Knowledge exam. Submit the official score report with your application. **Note:** The score report must indicate that you passed the exam.
  - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  - D. Three (3) years of full-time teaching the appropriate grade level. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.
7. Subject Knowledge Exam.  
**One** of the following:
  - A. A passing score on the appropriate Subject Knowledge portion of the Arizona Educator Exam ([NES or AEPA](#)).
  - B. An exam score report documenting passing comparable Subject Knowledge examination from another state or agency. Exam score reports must show "Pass" or "Passed". Exams older than 10 years WILL NOT be accepted.
  - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  - D. Master's degree from an accredited institution in the appropriate subject area.  
**NOTE:** Does not apply to the Elementary Education or Early Childhood certificates.
8. Structured English Immersion (SEI) Endorsement  
The SEI endorsement requires **one** of the following (option A, B, or C):
  - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
  - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
  - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement.

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<b>Requirements # 9 and # 10 are required within one year or three years.*</b>
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9. Arizona Constitution (a college course or the appropriate examination).

10. U.S. Constitution (a college course or the appropriate examination).

\* Note: If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have **one year** to fulfill the requirement(s)

➤ **REQUIREMENTS TO TRANSFER FROM A RECIPROCAL PROVISIONAL TEACHING CERTIFICATE TO A 3-YEAR PROVISIONAL TEACHING CERTIFICATE:**

*The Provisional certificate is valid for 3 years and may not be renewed, but may be extended once for 3 years.*

1. Completed [Application to Transfer Reciprocal Teaching and Reciprocal Administrative Certificate](#).
2. Appropriate fee (see Application to Transfer).
3. Passing score report for the required NES or AEPA Professional Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
4. Passing score report for the required NES or AEPA Subject Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
5. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement (if required).
6. Official transcript(s) or a passing score report documenting completion of the Arizona and/or US Constitution requirements (if required).
7. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.*

➤ **REQUIREMENTS TO CONVERT A 3-YEAR RECIPROCAL PROVISIONAL TEACHING CERTIFICATE TO A 6-YEAR STANDARD TEACHING CERTIFICATE:**

*The Standard certificate is valid for 6 years and may be renewed.*

1. Hold the Reciprocal Provisional Teaching certificate for a minimum of 2 years.
2. Complete two (2) years of verified full time teaching experience completed during the valid term of the Reciprocal Provisional Teaching certificate. Submit a conversion form signed by the District Superintendent or Personnel Director verifying two years of full-time teaching experience during the valid period of the Reciprocal Provisional teaching certificate being converted.
3. Passing score report for the required NES or AEPA Professional Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
4. Passing score report for the required NES or AEPA Subject Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
5. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the SEI endorsement.
6. Official transcript(s) **or** a passing score report documenting completion of the Arizona and/or US Constitution requirements.
7. Reciprocal Elementary Certificates **ONLY**: If deficient, submit verification of three (3) semester hours or forty-five clock hours of instruction in research based systematic phonics from an accredited institution or other provider.
8. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
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➤ **RESOURCES AND INFORMATION**

**AEPA/NES EXAM INFORMATION:**

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit [www.aepa.nesinc.com](http://www.aepa.nesinc.com).

**SEI ENDORSEMENT INFORMATION:**

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>.